



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

IMKO-AB-SO

19 October 2006

Command Policy Letter 10-11
Radiation Safety Program

1. REFERENCES:

- a. AR 385-10, Army Safety Program.
- b. AR 11-9, The Army Radiation Safety Program.

2. PURPOSE: To establish policy and procedures for the Area II Support Activity Radiation Safety Program.

3. SCOPE: This policy is applicable to all directorates and activities assigned to ASA II.

4. POLICY: The Commander, Area II Support Activity is committed to provide a safe and healthful work environment by limiting personnel exposure to ionizing and non-ionizing radiation.

5. APPLICABILITY: Applies to all directorates and activities who have custody of, store, use or handle radioactive commodities within Area Support Activity II. This policy also applies to directorates and activities operating military or commercially designed Radio Frequency/Microwave systems and Lasers.

6. RESPONSIBILITIES: Protection of personnel and property against inherent hazards involving radiation is a primary responsibility of all personnel concerned.

a. ASA II Commander will:

- (1) Establish a formal radiation safety program consistent with AR 11-9, para 1-4k.
- (2) Appoint by written orders, a qualified Unit Radiation Safety Representative and an alternate to manage the Unit Radiation Safety Program.
- (3) Ensure that a program and policy is established for the handling procedures, storage, use, and disposal of radioactive materials/sources. This program specifies the safety requirements

concerning emergency operations, reporting, wipe testing and inventorying of radioactive equipment and ensure that exposure of personnel is minimized.

(4) Ensure that an inventory of radioactive materials and ionizing radiation producing devices used or stored by the organization is accomplished and recorded IAW AR 11-9, para 1-4c(4) and 1-4n(2)(c).

(5) The commander will plan and train for credible emergencies involving radioactive material. Commander must ensure that resources are available to react to radiological accidents/incidents, to include trained personnel.

b. The ASA II Radiation Safety Officer will:

(1) Ensure that all radioactive materials/devices are properly maintained, handled, used and stored, IAW AR 40-5, para 9-9d, prescribed technical manuals, and the NRC license.

(2) Ensure that storage/controlled areas are appropriately marked IAW AR 40-5, para 9-9d, prescribed technical manuals, and the NRC license.

(3) Maintain a complete program file which includes a current record of inventories, annual/semi-annual safety surveys and records of related safety instructions IAW AR 40-5, para 9-4 b-1.

(4) Conduct and document an accurate inventory of all equipment or parts with either an ionizing or non-ionizing radio frequency (RF) radiation source.

(5) Provide the Yongsan Fire Department a current inventory of all radioactive commodities handled and stored by ASA II directorates and activities NLT 1 November of each year. Inventories will include NSN, nomenclature, item SN, cell SN, date of last wipe test, due-date of next wipe test, location of and type of radioactive source.

(6) The ASA II RSO will provide technical assistance upon notification of a radiation accident/incident to all directorates and activities.

Specific information to receive from someone reporting a radiological emergency:

- Name of person reporting the incident/accident.
- Unit of person reporting the incident/accident.
- Unit involved and specific location of the incident/accident (Bldg/Room).
- Phone numbers of person reporting the incident/accident, and person who has taken charge at the site.
- Any injuries/exposures.
- Any fire or flooding involved.
- Any known information found in the Radiation Accident/Incident Report.

(7) The ASA II RSO will, within one (1) hour of receiving confirmation of contamination, file a Serious Incident Report (SIR) in coordination with DPTMS to KORO and the servicing Staff Judge Advocate.

(8) Administer and supervise the Installation Radiation Safety Program IAW AR 11-9.

(9) Perform annual and semi-annual surveys of ASA II activities that maintain, handle or store radioactive materials and provide assistance as required.

(10) Verify that each activity has an SOP for safe handling and storage of radioactive materials.

(11) Maintain a current master file and inventory of radioactive materials that are maintained, handled or stored on the installation by section.

(12) Survey Radio Frequency/Microwave capable systems operating on the installation as necessary to ensure compliance with safety standards in TB Med 523.

(13) Provide assistance to tenant organizations upon request to ensure compliance with the Army Radiation Safety Program.

c. ASA II Directorates and Activities will:

(1) Immediately report all radiological incidents or RF exposures/accidents to the ASA II Radiation Safety Officer, 738-5253 during duty hours or the ASA II SDO at 738-7405 after duty hours.

Specific information to be included when reporting a radiological emergency:


- Name of person reporting the incident/accident.
- Unit of person reporting the incident/accident.
- Unit involved and specific location of the incident/accident (Bldg/Room).
- Phone numbers of person reporting the incident/accident, and person who has taken charge at the site.
- Any injuries/exposures.
- Any fire or flooding involved.
- Any known information found in the Radiation Accident/Incident Report.

(2) Coordinate with the ASA II RSO prior to any oral or written communication to other organizations or agencies outside the unit chain of command on radiation safety accidents/incidents.

(3) Contact the ASA II RSO at 738-5253 prior to operating Radio Frequency/Microwave systems within Area II.

(4) Ensure that all radioactive materials/devices are properly maintained, handled and stored, and that storage/controlled areas are appropriately marked IAW AR 40-5, para 9-9d, prescribed technical manuals, and the NRC license.

6. POC for this policy is the Area II Installation Safety Office, 738-5253.

A handwritten signature in black ink, appearing to read 'Ronald C. Stephens', with a stylized flourish at the end.

RONALD C. STEPHENS
COL, SC
Commanding

DISTRIBUTION:

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